

MEMORANDUM

State of Alaska Department of Administration Division of Personnel

To: Melanie Millhorn
Human Resource Manager
Department of Administration

Date: December 4, 2002

Thru: Lee Powelson
Classification Manager

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Subject: Certified Nurse Aide/Pioneers' Home Aide Study

History

The Department of Administration, Division of Alaska Longevity Programs (DALP) requested a study of the Certified Nurse Aide (P5182, SR 9) and Pioneers' Home Aide (P5180, SR 7) job classes to develop new class specifications which reflect the changes in the work performed, to address perceived inequities between the pay ranges assigned these classes and other aide classes in the job family and to examine the need for creation of a multi-level series.

The Pioneers' Home Aide job class was created on September 16, 1975 to provide assistance to residents of the State's Pioneers' Homes. The original class was assigned salary range five. The class was completely rewritten effective July 16, 1979 and assigned salary range six. On April 16, 1984 the salary was changed to range seven to maintain parity with the range assignments of the Nurse Aide job class and the entry level of the newly created Psychiatric Nurse Assistants I-IV and Resident Aides I-IV. Effective October 16, 1995 the minimum qualifications for the class were narrowed and on June 14, 1996 a "note" was added to reflect the requirement of some positions for a background investigation. No further changes have been made to the class specifications.

The history of the Nurse Aide job class (P5181) is not available. The class was replaced effective June 1, 1990 by Certified Nursing Aide (P5182) as a result of a new federal requirement for certification of all nurse aides in nursing homes. The new class was established at range nine based on the requirement for certification and internal alignment with the Resident Aide series and the Psychiatric Nurse Aide series. Effective March 16, 1993 the class was revised to reflect the addition of assisted living in the Pioneers' Homes and the title changed to Certified Nurse Aide. In 1994 a study was conducted which examined the feasibility of combining the Certified Nurse Aide and Pioneers' Home Aide classes, creating an un-certified training level for the Nurse Aide, or creating a lead level Certified Nurse Aide job class. No changes were made as a result of the study. On September 24, 1996 the minimum qualifications were broadened and a note added reflecting the federal requirement for a background

investigation. On November 1, 1999 the notes reflecting desired qualifications were revised. No further changes have been made to the class specifications.

Scope

This study covers all positions currently allocated to the Pioneers' Home Aide and Certified Nurse Aide job classes and one position in the Fairbanks Pioneers' Home which had been transferred from the Department of Health and Social Services as a Resident Aide IV. The three positions in the Pioneers' Homes currently classified as Recreation Assistants were not included in this study; however, in a cursory review of the work assigned the positions they do not appear to meet the definition and distinguishing characteristics of their assigned job class. A study is recommended to either allocate the positions into the appropriate class or create a new job class.

Method

DALP developed six generic Position Descriptions (PD) which described the types of work found in all of the Pioneers' Homes. Analysts from DALP and the Division of Personnel (DOP) conducted interviews with representative position incumbents at the Juneau Pioneers' Home. DALP's analysts also met with management of each Home and verified the accuracy of the generic PDs. DOP's analyst drafted class specifications, received comments from DALP and the Division of Administrative Services (DAS), and revised the drafts. DALP received updated position descriptions for each position included in the study. The updated PDs consisted of the generic PD information with additional employee comments. DAS and DALP reviewed the submitted PDs and recommended allocations into the new classes. DOP reviewed the recommended allocations, conducted a salary analysis and finalized the study.

Analysis

The Alaska Pioneers' Home System provides a residential option for Alaskans over 65 who are unable to maintain a household without regular assistance in shopping, housekeeping, meal preparation, dressing, or personal hygiene because of physical, cognitive or medical impairment, infirmity or disability. The staff of the Homes provide care and assistance according to the specific needs of each resident as well as recreational and social opportunities to maintain health and well-being. The Homes are able to provide 24 hour skilled nursing care to meet the short-term needs of residents, although this care is limited to 45 consecutive days under assisted living statutes.

The Homes have evolved from skilled nursing facilities to assisted living facilities. The Homes' have also adopted the Eden Alternative concept of long-term care. This concept works to make the home an enlivening environment and eliminate the loneliness, helplessness and boredom which often afflict the elderly. Part of the implementation of this concept involves making each Home look and feel like a residence instead of an institution, providing opportunities to care for plants and animals, and making environmental changes such as the creation of "dining rooms" and "living rooms" which remove the "medical facility" feel.

The unlicensed assistive employees, which includes both Pioneers' Home Aides and Certified Nurse Aides, are the primary staff contact with the residents and provide the direct, hands-on assistance required, from lifting or moving mobility-impaired residents, helping residents

perform meal preparation or housecleaning tasks, escorting residents on shopping trips to providing verbal or physical reminders to keep residents aware and present-oriented. These employees design and implement programs for recreational and social contact such as crafting classes, parties, picnics, and discussion groups. These employees also design and coordinate opportunities for interaction with others by such means as bringing in school groups, visiting animals or an in-Home daycare.

As the employees with the most frequent contact with the residents, the unlicensed assistive staff must maintain awareness of the needs of each resident, notice changes in condition or behavior, and alert licensed staff for appropriate evaluation and action. These employees are required to constantly exercise interpersonal skills which enable them to provide assistance while respecting the dignity and rights of the elderly resident. These employees must recognize the stresses on residents and work to calm upset, anxious or angry residents, raise the spirits of depressed residents, and provide comfort to dying residents and their families.

The unlicensed assistive staff work in both the Neighborhoods and Commons of each Home. "Neighborhoods" are the sections of the homes in which the individual quarters are located, and each one normally includes its own small dining and living areas. Neighborhoods are organized so that residents receive the physical signals which tell them they are "home." The "Commons" are areas outside of the Neighborhoods in which residents gather for activities and socializing and include the main dining hall and recreation rooms. The tasks performed by the staff are segregated by the areas to which they are assigned. Staff assigned to a Neighborhood provide the daily care required by residents, such as bathing, dressing, feeding, assisting residents in performing housekeeping tasks or caring for plants and animals, and the personal interaction required to monitor and address residents' well-being. Staff assigned to the recreation area primarily work in the Commons areas to assist residents in performing meaningful activities and to develop activities which are of interest to the residents and within their capabilities.

The work of the unlicensed staff has changed as a result of the move to assisted living with its resulting reduction in the number of licensed staff, and the further change to the Eden Alternative concept. One of the changes is the team concept which is part of the Eden Alternative. Working as part of a team to provide each resident the best living environment and to promote each resident's well-being provides the unlicensed staff greater opportunity for impact on residents' plan of care and a greater involvement in the full scope of care provided. The change from residents requiring skilled nursing care to residents requiring assistance with activities of daily living has reduced the opportunity for performance of basic nursing tasks by the unlicensed staff; however, there is still a level of basic nursing tasks delegated to unlicensed staff by Nurses. This requirement to perform basic nursing tasks, along with the inability of DALP to provide the training required to perform the tasks due to staffing levels, supports maintaining the requirement for some positions to be Certified Nurse Aides under 2 AAC 44 Article 8. Because the majority of the unlicensed assistive staff in the Homes work in the neighborhoods, are responsible for performing delegated basic nursing tasks as a primary essential function, and these tasks are more than a third of the assigned duties, this is determined to be the defining characteristic of the journey level Certified Nurse Aide.

The positions assigned to the recreation area are not delegated basic nursing tasks by Nurses on a regular, recurring basis. Their primary responsibility is the social interaction and activity coordination required to keep the residents from feeling bored, lonely and useless. A basic part of this responsibility is the requirement to escort residents and provide assistance on outings, to involve the residents by engaging their interests in activities, and to provide any assistance needed by the residents such as with feeding or toileting. Activities are developed within the Homes' recreation plan and are overseen by the Homes' Activity or Recreation Therapist. Because the primary focus of the Home is care of the residents, employees assigned to the recreation area may be reassigned to work in a neighborhood when needed to cover employee absences. If a reassigned employee has already been trained to provide basic nursing care, as evidenced by Certification as a Nurse Aide under 2 AAC 44 Article 8 or prior training from the Homes' Nurses, the supervising Nurse may choose to delegate these tasks to the employee. However, basic nursing care is not the primary purpose of these positions or a duty that occurs with the frequency required to be considered class controlling. Grouping these positions into a single job class with the journey level Certified Nurse Aide positions is not appropriate due to the following factors: 1) the differences in the positions would not be clearly recognized by use of a single title; 2) the normal scope of duties does not require the full training and knowledge indicated by acquisition of the Nurse Aide certificate; and 3) employees in positions which do not require the Nurse Aide certificate would not be an appropriate group for purpose of transfer or recall from layoff into positions requiring the certificate. A separate class for positions performing activities and recreation tasks while providing assistance with activities of daily living is appropriate. Because work in a Home providing assistance with activities of daily living is not a substitution for the education required to receive a Nurse Aide certificate, this class is not appropriately considered a separate level in a Certified Nurse Aide series.

Some positions in the Homes are assigned to perform basic physical therapy tasks under the delegation of a Physical Therapist. This duty requires specialized training in the tasks by the Therapist and supervision from the Therapist in the performance of the tasks. These tasks are different from the basic nursing tasks performed by Certified Nurse Aides but are of similar level, nature, complexity and difficulty. Although certification as a Nurse Aide is not required by statute or regulation to perform the physical therapy tasks, as a matter of policy the Homes require the incumbent of the position assigned to Physical Therapy to have the Nurse Aide certificate. This provides a level of knowledge and training which allows the incumbent of the position to perform the assigned range of duties and to recognize and alert the Physical Therapist or a Nurse to problems or changes in a resident's condition. Considering the similarities in the level and scope of the work and the Division policy requiring the Nurse Aide certification, these positions are appropriately grouped into a single class with the journey Certified Nurse Aide based on the following factors: 1) the work is sufficiently similar that a separate title is not required to distinguish the positions; 2) the same basic rate of pay is appropriately assigned; 3) the same minimum qualifications are appropriate for all positions; and 4) the employees are an appropriate group for purposes of transfer, layoff and recall.

As part of this study the Division of Personnel was asked to examine the need for a lead level Certified Nurse Aide. Analysis of the existing work did not identify any positions currently performing duties which would distinguish a separate lead level. There are positions assigned

responsibility for providing orientation, training and mentoring to new employees, but this is work commonly expected of experienced employees and is not appropriately considered a separate level. Although a lead level has not previously been utilized in the Homes, the Division has determined lead level positions could be a valuable component for providing care, especially with the shortage of professional staff. A lead level for the Certified Nurse Aide series has been created to provide the classification framework within which the Division can examine the effectiveness of Certified Nurse Aides performing lead duties. The distinguishing lead responsibilities are consistent with the standard operating procedures for classification and reflect a level of responsibility and authority which is appropriately recognized as a higher level job class in a series.

Based on the above analysis the Pioneers' Home Aide (P5180) and Certified Nurse Aide (P5182) are being replaced by three classes: Assisted Living Aide (P5181), Certified Nurse Aide I (P5182), and Certified Nurse Aide II (P5183).

Class concepts

Assisted Living Aides, under immediate supervision, plan, coordinate and lead social and recreational activities and provide personal care and assistance with activities of daily living for residents of state-run assisted living facilities. Assisted Living Aides plan, coordinate and lead social and recreational activities within residents' abilities that engage the residents' interest and promote well-being, and provide personal care and assistance with activities of daily living to residents. Social and recreational activities include functions such as arts and crafts, luncheons, parties, community outings, shopping trips, exercise classes, news and discussion groups, etc., and involve residents individually or in small or large groups. Personal care includes assisting with daily living activities such as ambulating, bathing, dressing, meal preparation and eating.

Certified Nurse Aides I, under immediate supervision, provide basic nursing care or basic physical therapy care to residents of a state-run assisted living facility. Incumbents in the Certified Nurse Aide series perform basic nursing care tasks as delegated by a nurse or basic physical therapy care tasks as delegated by a physical therapist. Basic nursing care includes tasks such as monitoring body functions, taking and recording vital signs, non-invasive collection of physical specimens, recognizing and reporting changes in condition, and performing other routine, repetitive, ongoing care tasks which do not require the professional judgement of a nurse in accordance with established regulations, policies and procedures. Physical therapy care includes tasks such as training, assisting and guiding residents in performance of therapeutic and mobility maintenance exercises and treatments.

Certified Nurse Aide I is the journey level of the series. At this level incumbents perform the full range of nurse aide tasks according to established policy and procedures. Incumbents are aware of the scope of duties their training covers and inform the nurse or therapist when their training has not prepared them to perform a delegated task. Duties are performed with awareness of residents' rights and abilities, environmental safety and hygiene requirements, and in a manner which best meet the individual needs of the resident.

Certified Nurse Aides II, under general supervision, lead the work of two or more Certified Nurse Aides I on a shift or in a unit of a state-run assisted living facility in providing basic nursing care, personal care, assistance with activities of daily living, and interaction with residents as directed in each resident's plan of care. Incumbents in the Certified Nurse Aide series perform basic nursing care tasks as delegated by a nurse or basic physical therapy care tasks as delegated by a physical therapist. Basic nursing care includes tasks such as monitoring body functions, taking and recording vital signs, non-invasive collection of physical specimens, recognizing and reporting changes in condition, and performing other routine, repetitive, ongoing care tasks which do not require the professional judgement of a nurse in accordance with established regulations, policies and procedures. Physical therapy care includes tasks such as training, assisting and guiding residents in performance of therapeutic and mobility maintenance exercises and treatments.

Certified Nurse Aide II is the lead level of the series. At this level incumbents are assigned continuous lead responsibility over two or more Certified Nurse Aides I on a designated shift or unit. In addition to providing basic nursing care to residents, incumbents instruct and train Certified Nurse Aides I, assign and monitor work, set task priorities, recommend performance evaluations, and recommend discipline. Lead responsibilities may include participating in recruitment and making recommendations for appointment but not at the level of full supervisory authority.

Salary analysis

The state's pay plan, as mandated by the state constitution and statutes, is governed by the merit principle and includes "integrated salary programs based on the nature of the work performed." The pay plan is based upon the state's classification plan, provides for fair and reasonable compensation for services rendered, and reflects the principle of "like pay for like work." In achieving this principle, internal consistency of the pay plan is the primary consideration when setting the salary range of a job class. Such internal consistency reflects the difficulty, responsibility, knowledge, skills and other characteristics of a job. To conduct internal comparisons, job classes of a similar nature, kind and level are selected from the same job family and group or related job families. Standard practice is not to include classes whose wages have been adjusted under a pilot program in an internal alignment analysis; however, as this would leave no classes in the job family to be used eligible for comparison purposes the classes are included in the analysis using the range prior to the pilot for comparison purposes.

To determine the appropriate salary range for the Assisted Living Aide and Certified Nurse Aide I and II job classes, internal comparisons were made with job classes in the Nursing family of the Medical, Public Health and Related job group. The classes included in the comparison were Psychiatric Nurse Assistant I-IV, Public Health Nurse Aide, and Licensed Practical Nurse. Comparison was also made to paraprofessional classes in the Special Health Services and Education family (Dental Assistant) and the Laboratory and Technicians family (Pharmacy Assistant and Autopsy Assistant). The Resident Aide series, which was used in the original internal alignment of the Certified Nurse Aide job class, was not included in this comparison as most of the levels have been abolished. The Resident Aide IV position included in this study is

the last position in the job class. The job class is abolished concurrent with the implementation of this study.

The comparable class at range seven is Psychiatric Nurse Assistant I. This is an entry, first-trainee level in which incumbents are oriented to the institution and participate in a structured training program. At the completion of the first level of training positions are flexed to the Psychiatric Nurse II. The minimum qualifications are high school graduation or the equivalent and being eighteen years of age or older.

The comparable class at range eight is Psychiatric Nurse Assistant II. This is a second training level in the series. Incumbents at this level continue formal and on-the-job training. Upon completion of the training program and demonstration of the required knowledge, skills, and abilities positions are flexed to Psychiatric Nurse Assistant III. The minimum qualification is completion of the first level training as a Psychiatric Nurse Assistant I.

There are no comparable classes assigned range nine.

Comparable classes at range ten include Psychiatric Nurse Assistant III, Public Health Nurse Aide, and Dental Assistant. The Psychiatric Nurse Assistant III is the journey level of the series at which incumbents participate as members of the therapeutic team and independently interact with patients in a manner which contributes positively toward rehabilitation. The minimum qualification is completion of the second-level training as a Psychiatric Nurse Assistant II. The Public Health Nurse Aide participates as part of a public health team providing routine assessments of patients and assisting professional staff with clerical processes. The minimum qualifications are a high school diploma and one year of specific clerical or nurse aide experience. The Dental Assistant works with the Dentist in providing treatment to patients in a state correctional facility. The minimum qualifications are graduation from an accredited program in dental assisting and two years of experience as a dental assistant.

There are no comparable classes at range eleven.

Comparable classes at range twelve include Psychiatric Nurse Assistant IV, Pharmacy Assistant and Autopsy Assistant. The Psychiatric Nurse Assistant IV is the lead level in the series. Incumbents perform the most difficult duties with considerable independence and judgement and exercise full lead responsibility over lower level assistants on a shift. The minimum qualification is one year of experience at the journey level. The Pharmacy Assistant applies knowledge of pharmaceuticals and pharmacy equipment and operations while assisting Pharmacists in completing prescriptions and maintaining equipment and records. The minimum qualification is three years of experience in a medical or medical supply field. The Autopsy Assistant prepares for and assists with postmortem examinations using knowledge of anatomy and laboratory techniques in the collection of specimens and cataloging of evidence for criminal proceedings. The minimum qualification is one year of experience in a medical laboratory or funeral home.

The comparable class at range thirteen is Licensed Practical Nurse. This class performs the full range of practical nursing duties as established in the scope of practice set by the Alaska Board of Nursing. The minimum qualifications are graduation from an accredited school in practical nursing and licensure by the State of Alaska.

The internal alignment analysis conducted when Certified Nursing Aide was established in June, 1990 determined that, while the work was journey level, the class had less responsibility and required less experience than the Psychiatric Nurse Assistant III (range ten) and should be assigned a lower salary range. The analysis also determined that, as the class was not a developmental level and maintaining the certification required continuing education and regular recertification, the class should be assigned a higher salary range than Psychiatric Nurse Assistant II (range eight). This resulted in the class being assigned range nine.

Comparison of the classroom and clinical training curricula required for accreditation of a Nurse Aide certification program as of May, 2002 with the training plan for Psychiatric Nurse Assistants I and II at the Alaska Psychiatric Institute from May, 2002 reveals a close similarity in the scope and level of knowledge, skill and ability required for completion. The primary difference is the focus required for each class, one on psychiatric patients in an institution, the other on the elderly in an assisted living facility. The difference in length of time required is attributable to the on-the-job versus formal classroom/lab methods of training.

Examination of the required level of training and the increased role and responsibility of the Certified Nurse Aide I brought about by the move to the Eden Alternative concept of assisted living indicates the nature, scope and level of duties and responsibilities are substantially similar to the Psychiatric Nurse Aide III and Public Health Nurse Aide. The same salary range is appropriately assigned.

The scope of duties and level of responsibility of the Assisted Living Aide are less than the Certified Nurse Aide I. The class also does not require an equivalent level of training. A lower salary range is appropriately assigned. The class performs an assigned scope of duties according to established policy and procedure and incumbents work as an integral member of the care team. The measurable duties of the class have the appearance of the most basic tasks and responsibilities requiring very little knowledge, creativity or responsibility; however, analysis of the purpose behind the tasks, the knowledge and skills that must be gained in the probationary period, and the thought, planning, coordination and responsibility for activities which engage residents reveals there is more to the work than observation of the activity alone would indicate. The Assisted Living Aide is not a trainee or developmental job class as are the Psychiatric Nurse Assistant I and II. The scope of duties has similarities to the duties assigned the Psychiatric Nurse Assistant II as part of the training requirement. The scope of duties also has some overlap with the lower level duties performed by the Certified Nurse Aide I. As the scope and level of the work falls between these classes, and with due consideration of the responsibilities in providing care and assistance to individuals who are unable to care for themselves, assigning a range between the Psychiatric Nurse Assistant II and the Certified Nurse Aide I is appropriate. The similarities and differences in the work assigned Certified Nurse Aide I and Assisted Living Aide further support a one range interval between these classes.

The standard practice in the State's classification and pay plan is to provide a one range interval between a journey level job class and a lead level job class. Full supervisory responsibility is most frequently provided a two range interval from the journey level. Analysis of the comparable classes assigned range twelve indicate two of the three were assigned the range based on responsibility for journey level paraprofessional duties. The Psychiatric Nurse Assistant IV is assigned lead responsibilities over journey level positions but analysis indicates the range assignment is based on more than the lead duties. The class is also responsible for providing a higher level of direct care, dealing with patients who are a direct threat to others or themselves, with greater involvement with professional staff and impact on treatment plans. This broader scope of duties and level of responsibility is not present in the Certified Nurse Aide II and assignment to the same salary range is not warranted. The responsibility for the full range of lead duties over journey level positions indicates the Certified Nurse Aide II is appropriately assigned one range higher than the journey level.

In an internally aligned pay plan market comparisons are used as a tool to determine if additional analysis of the internal alignment is required. If market data indicates other employers are paying a significantly different wage, analysis is required to "get behind the numbers" to try to identify the reason for the pay rate difference. If it is determined that compensable features of a class have been overlooked or improperly valued, a reexamination of the internal alignment is conducted. Market salaries do not override range determinations based on internal alignment.

Information for market comparisons was gathered from the 2002 compensation survey conducted by Jacobson, Betts & Company for the Alaska Hospital and Nursing Home Association. Comparable classes and the average minimum/maximum hourly wages for the largest hospitals, nursing homes and other health care organizations in Alaska follows:

<u>Title</u>	<u>Minimum</u>	<u>Maximum</u>
Custodial Care Giver	9.69	14.18
Nurse Attendant	9.95	14.34
Physical Therapy Aide	10.70	15.45
Nurse Assistant, Certified	10.97	16.34

Information was also gathered from the State of Washington and adjusted for the cost of living differential between Seattle and Anchorage as required by statute and bargaining unit contracts:

<u>Title</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Adjusted Min</u>	<u>Adjusted Max</u>
Nursing Assistant 1 – Certified	11.52	14.52	13.24	16.68
Nursing Assistant 2 – Certified (lead)	12.07	15.20	13.87	17.47

The General Government Unit salary schedule for the Anchorage area, strike class 1, provides the following pay rates:

<u>Range</u>	<u>Step A</u>	<u>Step G</u>
05	10.17	12.01

06	10.74	12.76
07	11.40	13.53
08	12.01	14.41
09	12.76	15.28
10	13.53	16.25
11	14.41	17.34

The information gathered indicates Alaskan employers' wages for non-certified positions start below the State's pay scale. The maximum paid these positions by Alaskan employers is consistent with ranges eight and nine. For Nurse Assistants with certification the minimum wage is consistent with range six and the maximum with range ten. The Washington wages for certified and lead Nurse Assistants, adjusted for cost of living, are consistent with ranges ten and eleven.

Based on this market data, no further analysis of the ranges determined by internal alignment is necessary.

Conclusion

The work performed by unlicensed assistive personnel in the State's assisted living facilities is appropriately grouped into three classes. The Assisted Living Aide (P5181) job class encompasses the work previously assigned to the Pioneers' Home Aide (P5180), a part of the lower level work of the Certified Nurse Aide (P5182) and additional duties resulting from the adoption of the Eden Alternative concept of assisted living. The Assisted Living Aide (P5181) is established at salary range nine. The duties and responsibilities described in the Assisted Living Aide class specification encompass a broader range and higher level than described in the Pioneers' Home Aide job class. Because of the difference in scope and level of work performed, positions are assigned to the new class through reallocation under 2 AAC 07.330 and GGU Article 21.06.F.3. This does not constitute a range change under 2 AAC 07.335 and GGU Article 21.06.F.4. There are no positions assigned the limited scope of duties characteristic of the Pioneers' Home Aide so the job class is being abolished.

The Certified Nurse Aide (P5182) is replaced by the Certified Nurse Aide I (P5182) with the broader role and responsibility encompassed in the new class. The Certified Nurse Aide I (P5182) is established at range ten. The Certified Nurse Aide I's role and responsibility in the team concept under the Eden Alternative has expanded from what was characteristic of the Certified Nurse Aide job class under the prior class specifications. The class defining duties remain the basic nursing care tasks; however, the changes in the role and responsibility support the change in the internal alignment. As a result of the changes in the job class, positions are assigned to the class through reallocation under 2 AAC 07.330 and GGU Article 21.06.F.3. This does not constitute a range change under 2 AAC 07.335 and GGU Article 21.06.F.4.

A new class, Certified Nurse Aide II (P5183), encompassing lead responsibility over Certified Nurse Aides I is established at salary range eleven. At present there are no positions allocated to this class. The class is established for management's use in meeting the needs of the Homes and residents.

The above revisions and new classes were effective December 1, 2002. The Pioneers' Home Aide (P5180) and Resident Aide IV (P5494) were abolished effective December 1, 2002.

Attachments:

Class Specifications – Assisted Living Aide, Certified Nurse Aide I, Certified Nurse Aide II

cc: Dan Spencer, Director
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Jim Kohn, Director
Division of Alaska Longevity Programs